

## APPLICATION SUBMITTAL REQUIREMENTS

### **Sign Variance (greater than 40% of a numerical standard)** **(Planning Commission Type III decision-making process)**

The following must be submitted with a City of Newport Land Use application for a sign variance processed as a Type III decision:

- ☐ 1. A site plan prepared by a registered surveyor or licensed professional civil engineer and drawn to scale with appropriate survey monuments shown, showing the dimensions and arrangement of the proposed sign on the applicant's lot.
- ☐ 2. For requests to deviate from sign height limitations, architectural elevations drawn to scale illustrating the proposed sign.
- ☐ 3. An illustration of the proposed signage.
- ☐ 4. An inventory of all signs including the location, type and size of each sign on the property.
- ☐ 5. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 feet of the subject property. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*
- ☐ 6. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #4 above.
- ☐ 7. Written findings of fact addressing the following criteria:
  - ☐ That the variance is consistent with the purposes of the sign code, as provided in Newport Municipal Code §10.10.010 and §10.15.005; and
  - ☐ That the variance will allow for placement of a sign with exceptional design, style, or circumstance, or will allow a sign that is more consistent with the architecture and development of the site; and
  - ☐ That the variance will not significantly increase or lead to street level sign clutter, nor will it create a traffic or safety hazard.
- ☐ 8. A written explanation of the specific request (e.g. a height adjustment) and the percentage of variance requested.
- ☐ 9. Fee of \$591.00.